



Wage Theft Prevention Act (WTPA)

Notice and Acknowledgement of Pay Rate and Payday Under Section 195.1 of the New York State Labor Law
Notice for Exempt Employees

Employee Name: _____

Employer Information:

Marymount Manhattan College, 221 East 71st Street, New York, NY 10021 212-517-0533

Notice given:

- At hiring On or before February 1 Before a change in pay rate (s), allowances claimed or payday

Employee's rate of pay:

_____ (Salary)

Employers may not pay a non-hourly rate to a non-exempt employee in the Hospitality Industry, except for commissioned salespeople.

Allowances taken:

- None Tips per hour Meals per meal Lodging Other

Regular payday: Thursday

Pay is:

- Weekly Bi-weekly Other

Overtime Pay Rate:

Most workers in NYS must receive at least 1 1/2 times their regular rate of pay for all hours worked over 40 in a workweek, with few exceptions. A limited number of employees must only be paid overtime at 1 1/2 times the minimum wage rate, or not at all.

Employee Acknowledgement:

On this day I have been notified of my pay rate, overtime rate (if eligible), allowances, and designated payday on the date given below. I told my employer what my primary language is.

Check one:

- I have been given this pay notice in English because it is my primary language. My primary language is. I have been given this pay notice in English only, because the Department of Labor does not yet offer a pay notice form in my primary language.

Employee Signature _____ Date _____

Preparer's Name and Title

The employee must receive a signed copy of this form. Human Resources must keep the original for 6 years.